Step by Step Instruction:
Introduction to CNP Direct Certification in CNP Direct Certification/ Direct Verification

Professional Standards Learning Code 3120
Length: 30 minutes

Revised August 2016

"Step by Step Instruction: Introduction to Conducting CNP Direct Certification/Direct Verification" is intended for the School Food Authorities in the state of Arizona. All regulations are specific to operating the National School Lunch Program under the direction of the Arizona Department of Education.

Introduction to CNP Direct Certification in CNP Direct Certification/ Direct Verification

Intended Audience and Content

- This *How-To-Guide* is intended for Local Educational Agencies (LEAs) operating the National School Lunch Program (NSLP) who are required to run CNP Direct Certification.
- The following slides provide guidance on how to conduct direct certification using the Arizona Department of Education (ADE) CNP Direct Certification system.

Introduction to CNP Direct Certification in CNP Direct Certification/ Direct Verification

Objectives

At the end of this training, attendees should be able to:

- review the term Direct Certification;
- explain how the CNP Direct Certification matching system works;
- identify the different ways to search in CNP Direct Certification;
- explain match and no match results; and
- become familiar with additional resources for each search method.

Comprehension Check

- Throughout this guide there will be comprehension quiz questions to test your knowledge and help you apply what you're learning.
- Be sure to review these quiz questions and the answers, available within the guide.
- This icon will indicate a comprehension quiz question, and the background of the slides will be a light purple like you see on this slide.

Introduction to CNP Direct Certification in CNP Direct Certification/ Direct Verification

Definitions

Meal benefits: Meals are provided at no cost (free) or reduced-priced (reduced) to eligible children.

Certification: The process of assigning meal benefits to a child based on obtained documentation.

Direct Certification: Determining children who are eligible for free meal benefits based on documentation obtained directly from the appropriate State or local agency. Children directly certified will automatically receive free meal benefits without submitting a household application.

CNP Direct Certification: Automated State Matching system created by Arizona Department of Education (ADE) that communicates directly with Department of Economic Security (DES). Matches are made between student enrollment records and benefit recipient records from Other Assistance Programs (i.e., SNAP, TANF, FDPIR), Migrant Education Program, and Foster care agencies.

Student Accountability Information Services (SAIS) Student ID: Arizona Department of Education assigns each student with a SAIS ID that acts as a student identifier from K-12th grade.

Introduction to CNP Direct Certification in CNP Direct Certification/ Direct Verification

The Step by Step Instruction will review:

Overview of the Direct Certification Process	Slides 7-23
Overview of Search Methods	Slides 24-34
Additional Resources for Conducting Direct Certification	Slides 35-36

The following slides will only cover an introduction to CNP Direct Certification. ***Please refer back to the ADE Online Training Library for additional trainings on how to conduct direct certification using the various methods discussed in this presentation.***

Overview of the Direct Certification Process

Overview of the CNP Direct Certification Process

Direct Certification

Direct Certification is the process of determining children who are eligible for free meal benefits based on documentation obtained directly from the appropriate State or local agency. Children directly certified will automatically receive free meal benefits without submitting a household application.

ADE has created an online computer matching system called ***CNP Direct Certification*** which allows LEAs to directly obtain confirmation from such agencies to determine if their students will qualify for free meal benefits.

- LEAs can access this system at any time to generate documentation that may be used to certify students for free meal benefits within the program year.

Requirements

Overview of the CNP Direct Certification Process

Direct Certification Annual Requirements

CNP Direct Certification must be conducted **at least 3 times per program year for all enrolled students**. This should be done at different intervals to ensure all households who have yet matched in CNP Direct Certification and who are participating in assistance programs receive free meal benefits. Direct certification should be conducted at:

- initial effort near or around the beginning of school (before sending household applications but no sooner than July 1);
- 3 months after initial effort;
- 6 months after initial effort;
- as best practice, when new students enroll; and before certain ADE reports.

There is no maximum number of times LEAs can conduct CNP Direct Certification.

Overview of the CNP Direct Certification Process

Access to CNP Direct Certification

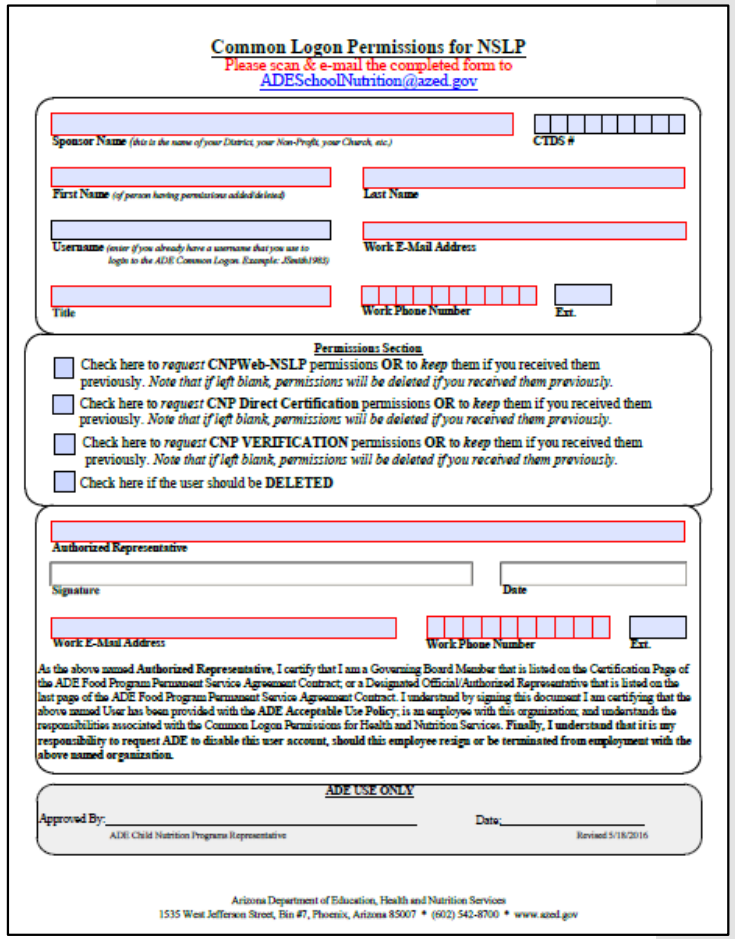
- LEAs are able to search for students through CNP Direct Certification with a username and password provided by ADE.
- LEAs may request access to CNP Direct Certification by completing the form *Common Logon Permissions for NSLP* and checking off the box CNP Direct Certification.
- For security purposes, only those with a username and password should have access to CNP Direct Certification.

Permission Form

Overview of the CNP Direct Certification Process

Common Logon Permissions for NSLP

- The form can be found on ADE Program Forms Webpage: http://www.azed.gov/health-nutrition/nslp/program-forms/.
- The form must be signed by the designated official or authorized signer (found on the LEA's Food Program Permanent Service Agreement).
- The form can be faxed/emailed to the contact information listed on the top of the form. ADE will process the request within 7-10 days and notify the individual requesting permissions.
- Contact ADE at (602) 542-8700 if you have questions completing this form.



Common Logon Permissions for NSLP
Please scan & e-mail the completed form to
ADESchoolNutrition@azed.gov

Sponsor Name *(this is the name of your District, your Non-Profit, your Church, etc.)* **CTDS #**

First Name *(of person having permissions added/deleted)* **Last Name**

Username *(enter if you already have a username that you use to login to the ADE Common Logon. Example: JSmith1983)* **Work E-Mail Address**

Title **Work Phone Number** **Ext.**

Permissions Section

- Check here to *request* **CNPWeb-NSLP** permissions **OR** to *keep* them if you received them previously. *Note that if left blank, permissions will be deleted if you received them previously.*
- Check here to *request* **CNP Direct Certification** permissions **OR** to *keep* them if you received them previously. *Note that if left blank, permissions will be deleted if you received them previously.*
- Check here to *request* **CNP VERIFICATION** permissions **OR** to *keep* them if you received them previously. *Note that if left blank, permissions will be deleted if you received them previously.*
- Check here if the user should be **DELETED**

Authorized Representative

Signature **Date**

Work E-Mail Address **Work Phone Number** **Ext.**

As the above named **Authorized Representative**, I certify that I am a Governing Board Member that is listed on the Certification Page of the ADE Food Program Permanent Service Agreement Contract; or a Designated Official/Authorized Representative that is listed on the last page of the ADE Food Program Permanent Service Agreement Contract. I understand by signing this document I am certifying that the above named User has been provided with the **ADE Acceptable Use Policy**; is an employee with this organization; and understands the responsibilities associated with the Common Logon Permissions for Health and Nutrition Services. **Finally, I understand that it is my responsibility to request ADE to disable this user account, should this employee resign or be terminated from employment with the above named organization.**

ADE USE ONLY

Approved By:_____ Date:_____
ADE Child Nutrition Programs Representative

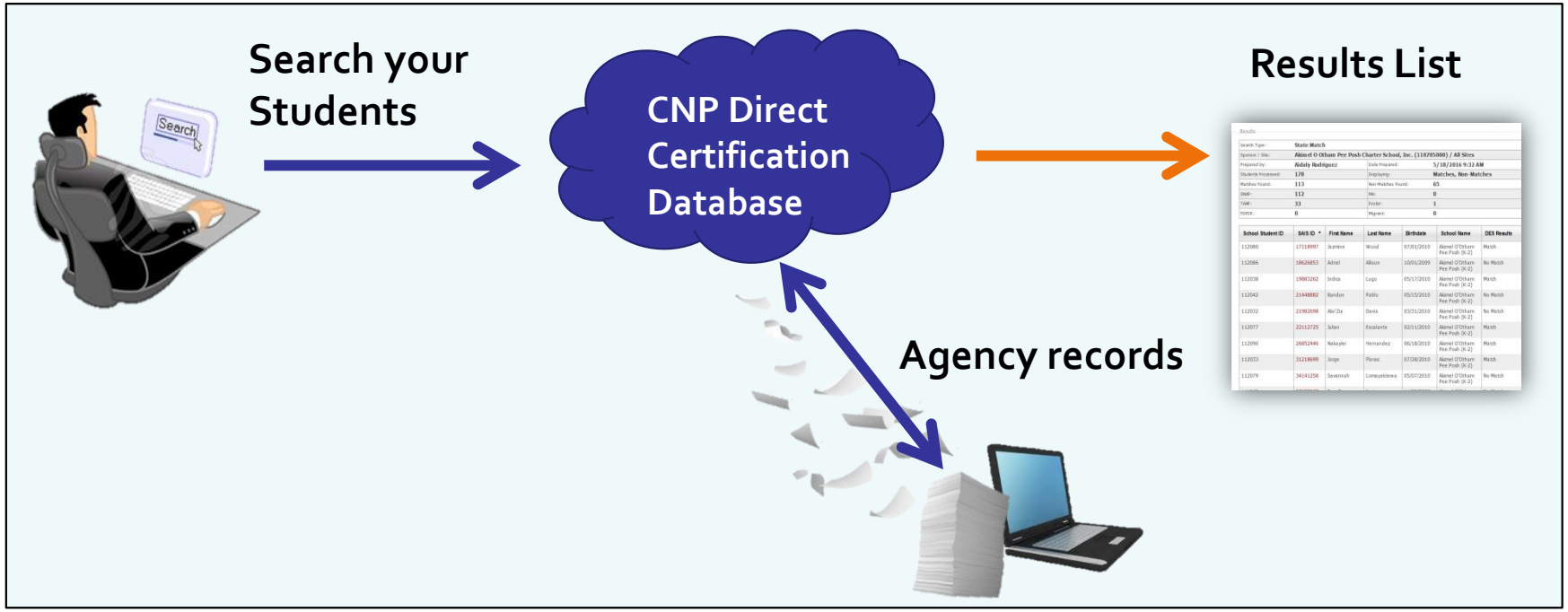
Revised 5/18/2016

Arizona Department of Education, Health and Nutrition Services
1535 West Jefferson Street, Bin #7, Phoenix, Arizona 85007 * (602) 542-8700 * www.azed.gov

Overview of the CNP Direct Certification Process

How CNP Direct Certification Works

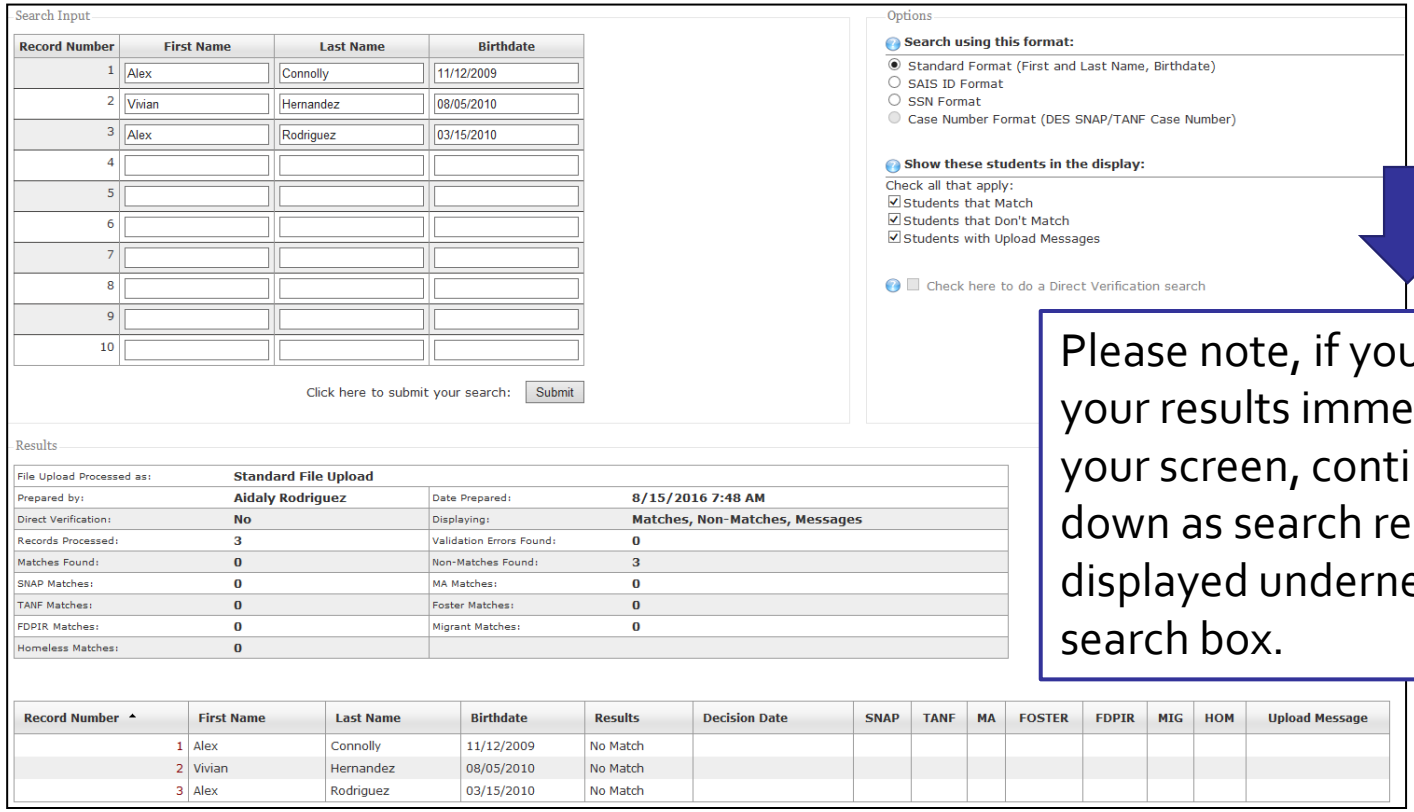
To initiate a CNP Direct Certification search, LEAs will enter student information into the CNP Direct Certification system. The system then searches the student data against agency records. Within a few seconds, the LEA is then provided back search results that contain all students entered and a match result indicating if they were found in the agency records or not.



Overview of the CNP Direct Certification Process

Match Results

Once you input the students' information and click submit, the window will refresh and display the same search box along with your search results.



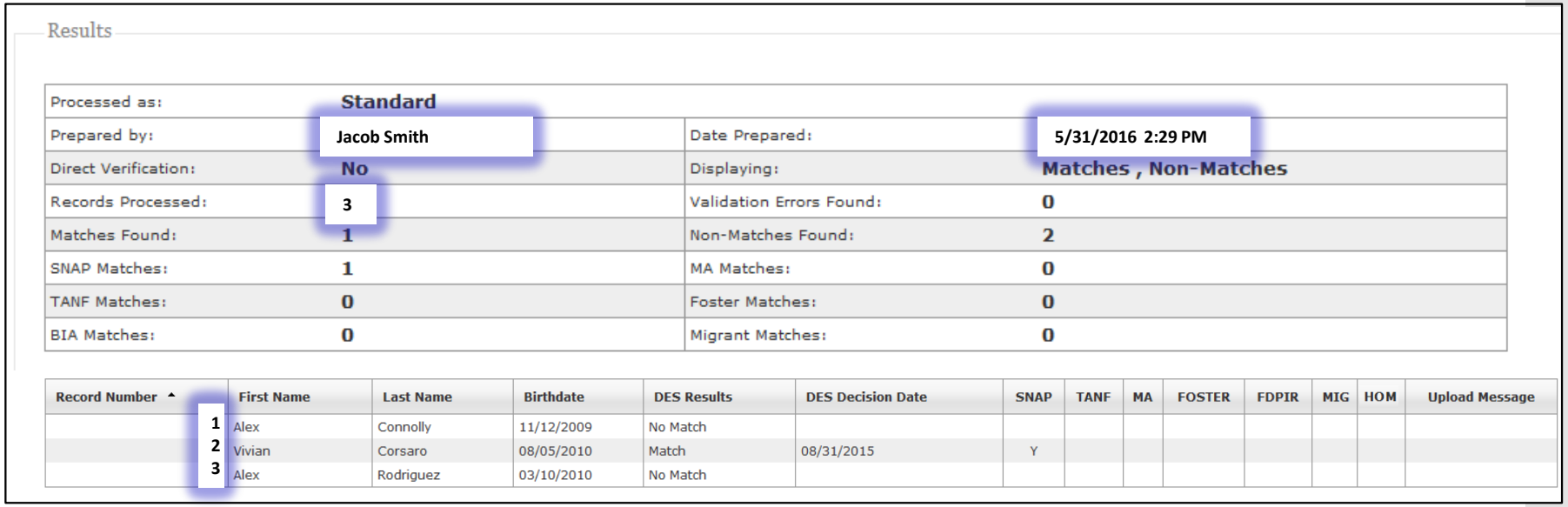
Please note, if you do not see your results immediately on your screen, continue to scroll down as search results are displayed underneath the search box.

Overview of the CNP Direct Certification Process

Match Results Details

The results page includes a summary box which provides details such as:

- name of person who prepared direct certification (*example below, Jacob Smith*);
- date direct certification was run (*example below, 5/11/2016*); and
- number of records processed (*example below, 3*).



Results

Processed as:	Standard		
Prepared by:	Jacob Smith	Date Prepared:	5/31/2016 2:29 PM
Direct Verification:	No	Displaying:	Matches , Non-Matches
Records Processed:	3	Validation Errors Found:	0
Matches Found:	1	Non-Matches Found:	2
SNAP Matches:	1	MA Matches:	0
TANF Matches:	0	Foster Matches:	0
BIA Matches:	0	Migrant Matches:	0

Record Number	First Name	Last Name	Birthdate	DES Results	DES Decision Date	SNAP	TANF	MA	FOSTER	FDPIR	MIG	HOM	Upload Message
1	Alex	Connolly	11/12/2009	No Match									
2	Vivian	Corsaro	08/05/2010	Match	08/31/2015	Y							
3	Alex	Rodriguez	03/10/2010	No Match									

Overview of the CNP Direct Certification Process

CNP Direct Certification Match Results

The system is currently connected with five different agency records. When a student is found to be a match in one of these records, the word ***match*** will be listed next to the individual student and the letter ***Y*** will indicate which agency record(s) the student's information matched in. The following agency records are connected with CNP Direct Certification:

- Supplemental Nutrition Assistance Program (SNAP)
- Temporary Assistance for Needy Families (TANF)
- Foster Children (Foster)
- Food Distribution Program on Indian Reservations (FDPIR)
- Migrant Education Program (MIG)
- Homeless Child (HOM)

First Name	Last Name	Birthdate	DES Results	DES Decision Date	SNAP	TANF	MA	Foster	FDPIR	MIG	HOM
Hunter	Smith	11/12/2009	No Match								
Vivian	Corsaro	08/05/2010	Match	08/31/2015	Y						
Brian	Peterson	03/10/2010	Match	09/11/2015	Y	Y					

For example, Vivian Corsaro was a match due to matching in SNAP records.

Overview of the CNP Direct Certification Process

Effective Date of CNP Direct Certification Match Results

When the system provides a match under the column, *DES Results*, it also provides a date listed under the column titled, *DES Decision Date*. For purposes of certifying students for free meal benefits, we disregard the *DES Decision Date* and record the date CNP Direct Certification was conducted.

First Name	Last Name	Birthdate	DES Results	DES Decision Date	SNAP	TANF	MA	Foster	FDPIR	MIG	HOM
Hunter	Smith	11/12/2009	No Match								
Vivian	Corsaro	08/05/2010	Match	08/31/2015	Y						
Brian	Peterson	03/10/2010	Match	09/11/2015	Y	Y					

For example, Vivian Corsaro was a match due to matching in SNAP records. The LEA will certify Vivian for free meal benefits on the day the CNP Direct Certification was conducted; not on the DES Decision Date of 8/31/2015.

Overview of the CNP Direct Certification Process

CNP Direct Certification Match Results

Since eligibility lasts all year long, once a child results as a match in CNP Direct Certification, the system will retain the match result and continue to display a match for the child all program year. In other words, once a child matches in the program year, the LEA will not see the match change to a no match in that program year.

First Name	Last Name	Birthdate	DES Results	DES Decision Date	SNAP	TANF	MA	Foster	FDPIR	MIG	HOM
Hunter	Smith	11/12/2009	No Match								
Vivian	Corsaro	08/05/2010	Match	08/31/2015	Y						
Brian	Peterson	03/10/2010	Match	09/11/2015	Y	Y					
Roselynn	Martinez	06/21/2010	No Match								

For example, the LEA conducted direct certification on October 1, and Brian Peterson matched in the SNAP and TANF column. Brian will continue to appear as a match in the DES Results column for the remainder of the program year (July 1-June30) due to matching in October.

Overview of the CNP Direct Certification Process

If a Student Does Not Match

When a student is not found in any of the agency records, the word ***no match*** will be listed next to the student's name. This does not change the student's eligibility.

LEAs should continue to search for non-matching students throughout the program year to determine if they are new participants in any of the agency's programs.

For example: Hunter Smith was a no match in DC. This means that his name/record was not found in any of the assistance programs. This does not change Hunter's eligibility to paid.

First Name	Last Name	Birthdate	DES Results	DES Decision Date	SNAP	TANF	MA	Foster	FDPIR	MIG	HOM
Hunter	Smith	11/12/2009	No Match								
Vivian	Corsaro	08/05/2010	Match	08/31/2015	Y						
Brian	Peterson	03/10/2010	Match	09/11/2015	Y	Y					
Roselynn	Martinez	06/21/2010	No Match								

Comprehension Check

The CNP Direct Certification process looks for matches between information for students in your district and which of the following?

A. Household W-2 forms

B. Agency records for participation in SNAP, TANF, FDPIR, Foster or Migrant Education Program

C. AZ Department of Health records

Comprehension Check

The CNP Direct Certification process looks for matches between information for students in your district and which of the following?

A. Household W-2 forms

B. **Agency records for participation in SNAP, TANF, FDPIR, Foster or Migrant Education Program**

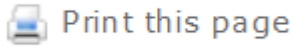
C. AZ Department of Health records

CNP Direct Certification looks for students who live in households that receive SNAP, TANF, or FDPIR assistance, or are part of the Foster Care System or part of the Migrant Education Program.

Results of CNP Direct Certification

Saving Search Results

Match results must be kept on file to support the reason why free meal benefits were provided to students. Please make sure to print or download these results, as you will not be able to retrieve them once you close the computer window. Results are not saved in the CNP Direct Certification system.



To ***print*** results, click the icon *Print this page* found at the top of the screen. This print will include the results and a summary box that contains information such as *prepared by* and *date prepared.*

To ***download*** results, click the icon *Click here to download your results* found directly above the match results displayed on the computer screen. Match results will be downloaded as an Excel file. Please note, when downloading results, the summary box that contains information such as *prepared by* and *date prepared* will not be included.

Results of CNP Direct Certification

Extending Eligibility

If an individual student matches in any of the five agency records (SNAP, TANF, FDPIR, Foster, MEP) the child automatically qualifies for free meal benefits.

A student with a match in SNAP, TANF, and/or FDPIR will qualify his/herself and will also qualify all enrolled household members for free meal benefits. This is referred to as ***extending eligibility***.

Please note, a match in Foster or MEP does not extend free meal benefits to other household members.

Example

Results of CNP Direct Certification

Extending Eligibility

Example 1: Harry Potter is certified free based on his name and birthdate being a match in the Foster column. Although Harry is in the same household as Dudley, we do not automatically certify Dudley as being free since a match in Foster cannot be extended to other household members.

First Name	Last Name	Birthdate	DES Results	DES Decision Date	SNAP	TANF	MA	Foster	FDPIR	MIG	HOM
Dudley	Dursley	11/12/2009	No Match								
Harry	Potter	08/05/2010	Match	08/31/2015				Y			

Example 2: Will Smith is certified free based on his name being a match in the SNAP column. Will and Carlton Banks are in the same household; therefore, we extend free meal benefits to Carlton since SNAP qualifies all enrolled household members for free meal benefits.

First Name	Last Name	Birthdate	DES Results	DES Decision Date	SNAP	TANF	MA	Foster	FDPIR	MIG	HOM
Carlton	Banks	11/12/2009	No Match								
Will	Smith	08/05/2010	Match	08/27/2015	Y						

Overview of Search Methods

Search Methods

Searching for Students

1. Choose *the search method*:
   - File Upload: Create and save an Excel file that contains a list of student data. The file is then uploaded into CNP Direct Certification.
   - Individual Student Lookup: Type student data directly into the table in CNP Direct Certification.
   - State Match: If your district assigns Student Accountability Information Services (SAIS) IDs, you are able to select your site that has pre-populated enrollment information in a dropdown found in CNP Direct Certification.

2. Choose the *data format* you want to use to search for the student:
   - First Name/Last Name/Date of Birth (Standard Format)
   - Social Security Number
   - Student Accountability Information Services (SAIS) ID

SAIS Details

Student Data: SAIS ID

Student Accountability Information Services ID (SAIS IDs)

- ***SAIS ID*** - Arizona Department of Education (ADE) assigns each student with a SAIS ID that acts as a student identifier from K-12th grade.
- SAIS IDs can be utilized to conduct CNP Direct Certification only if the site annually reports SAIS data to SAIS division of ADE.

If your school does not report SAIS data to ADE, the State Match option will not provide results and will show zero (0) students. This will also affect all search methods using SAIS IDs such as File Upload using SAIS IDs and Individual Student Lookup using SAIS IDs.

SAIS Support Center:
Phone: 602-542-7378
Toll Free: 1-866-577-9636
Email: ADESupport@azed.gov
http://www.azed.gov/student-accountability/

Search Methods

Reviewing Search Methods and Type of Student Data

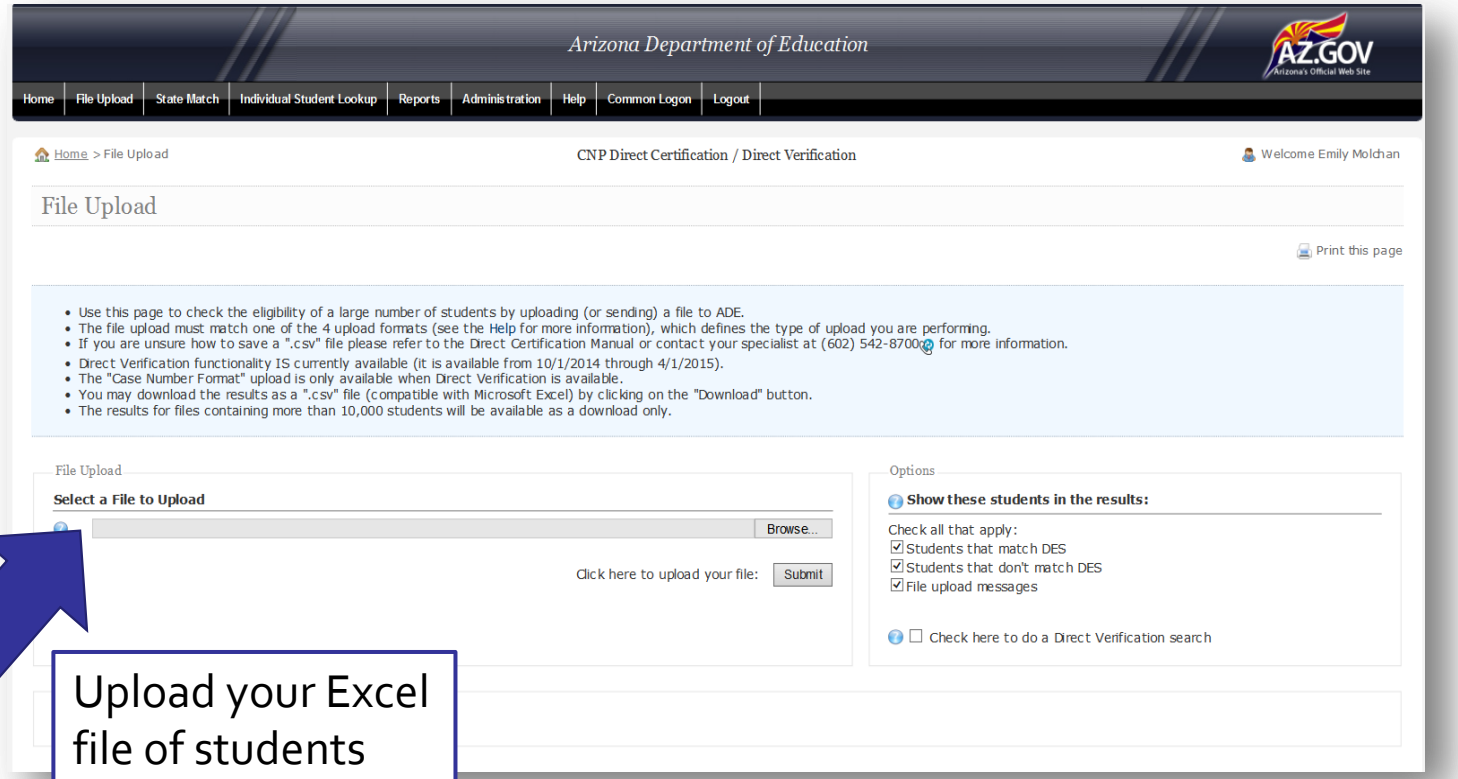
Searching Method		Data Format *(Choose ONE)*
File Upload	Create a list of **student data** to upload into the search bar	• Name/Birthdate or; • SSN or; • SAIS ID
Individual Student Lookup	Type **student data** directly into the search table	• Name/Birthdate or; • SSN or; • SAIS ID
State Match	Find your sponsor within a drop down, enrollment is pre-populated	• SAIS ID

Examples

Search Methods

File Upload

This method is recommended to search the eligibility of a large number of students. Rather than typing information into one field at a time, this method allows you to upload an Excel file you have already created; making the process faster. This method is best utilized to conduct CNP Direct Certification throughout the school year.

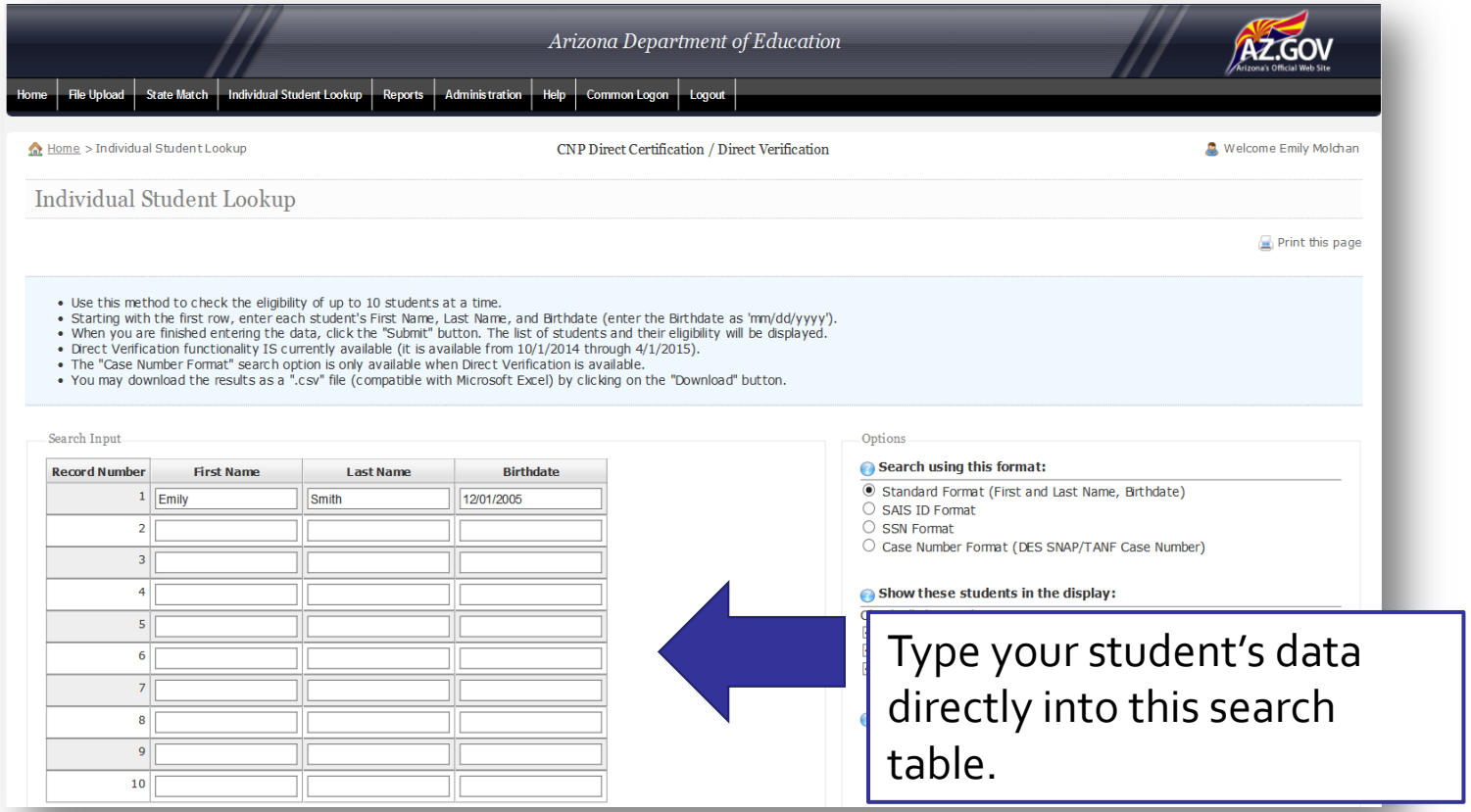


Upload your Excel file of students here.

Search Methods

Individual Student Lookup

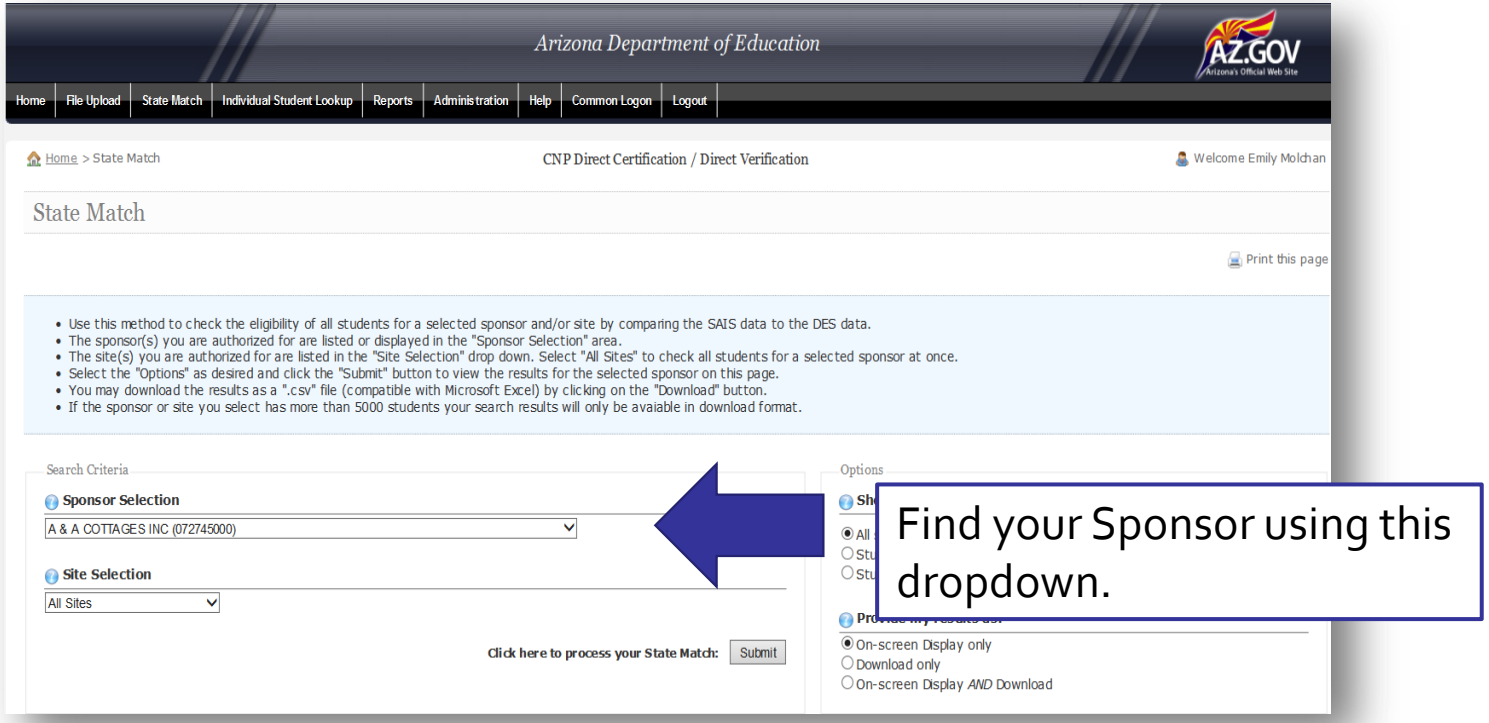
This method is recommended when searching a small number of students. It allows you to search up to 10 students at a time, and does not require any file uploads. This method is best utilized to conduct CNP Direct Certification when new students enroll.



Search Methods

State Match

This method is recommended to search the eligibility of a large number of students. Enrollment is pre-populated, therefore you do not need to upload any files or data*. This method is best utilized to conduct CNP Direct Certification throughout the school year.



* If your school does not report SAIS data to ADE, the State Match method will not provide results and will show zero (0) students and matches. Deadline to enter SAIS IDs for the new school year is in September, you will not see any matches until your school has submitted student data.

Comprehension Check

Which of the following is <u>not</u> a method for HOW you can search for students in CNP Direct Certification?

A. Enrollment Scan

B. File Upload

C. State Match

D. Individual Student Lookup

Comprehension Check

Which of the following is <u>not</u> a method for HOW you can search for students in CNP Direct Certification?

A. **Enrollment Scan**

B. File Upload

C. State Match

D. Individual Student Lookup

There's no search method where you can use an enrollment scan. You must decide if you will use File Upload, State Match, or Individual Student Lookup. Refer to slide 27 for descriptions of each method.

Comprehension Check

Which of the following is <u>not</u> a type of data you can enter into the CNP Direct Certification system?

A. Standard (first name, last name, birthdate)

B. SAIS IDs

C. Home address

D. Social Security Number (SSN)

Comprehension Check

Which of the following is <u>not</u> a type of data you can enter into the CNP Direct Certification system?

A. Standard (first name, last name, birthdate)

B. SAIS ID

C. **Home address**

D. Social Security Number

The CNP Direct Certification system does not have capabilities to search for home addresses. You are only able to use the identifiers such as student names and birthdates, SAIS ID numbers, or Social Security Numbers in order to search in CNP Direct Certification.

Additional Resources for Conducting Direct Certification

Additional Resources

The following are available How-To-Guides for each of the following search methods in CNP Direct Certification:

- Step by Step Instruction: How to Conduct Direct Certification using File Upload: SAIS IDs
- Step by Step Instruction: How to Conduct Direct Certification using File Upload: Social Security Numbers (SSN)
- Step by Step Instruction: How to Conduct Direct Certification using File Upload: Standard Format
- Step by Step Instruction: How to Conduct Direct Certification using Individual Student Lookup
- Step by Step Instruction: How to Conduct Direct Certification using State Match

Technical Assistance

If you have any questions about directly certifying students for meal benefits, use:

- The Eligibility Manual for School Meals and the various other How To Guides at: http://www.azed.gov/health nutrition/nslp/programguidance/

For other questions about Direct Certification, please contact your School Nutrition Program Specialist.

End of Training

Congratulations!

You have completed the Step by Step Instruction: ***Introduction to CNP Direct Certification in CNP Direct Certification/Direct Verification.***

In order to count this training towards your Professional Standards training hours, the training content must align with your job duties.

Information to include when documenting this training for Professional Standards:

- Training Title: Step by Step Instruction: ***Introduction to CNP Direct Certification in CNP Direct Certification/Direct Verification.***
- Learning Code: 3120
- Key Area: 3000- Administration
- Length: 30 minutes

- *Please note, attendees must document the amount of training hours indicated on the training despite the amount of time it takes to complete it.*

Request a Certificate

End of Training

Requesting a Training Certificate

Please click on the link below to complete a brief survey about this training. Once the survey is complete, ADE will create a certificate of completion and email it to you within 10 business days.

https://www.surveymonkey.com/r/OnlineHowToGuides

The information below is for your reference when completing the survey.

Training Title: Step by Step Instruction: ***Introduction to CNP Direct Certification in CNP Direct Certification/Direct Verification.***

Professional Standards Learning Code: ***3120***

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